



**State of Connecticut
Department of Public Health
Information Technology Section
Tele: (860) 509-7186**

TO: Vital Records Data Request Customer
FROM: Lynn M. Carbonneau, Administrative Assistant
Information Technology Section
RE: Procurement of Vital Records Database

This correspondence is intended to provide information to persons and/or organizations requesting **Electronic** data and information from the Department of Public Health (DPH) Vital Records Section database.

Guidelines are as follows:

- We require **PREPAYMENT** for all orders. Your order will not be started until payment is received.
- We will provide all data elements listed unless otherwise stated. (See "Procedures" on second page).
- **DISCLAIMER: Upon receiving your request, we ask you to inspect the data as soon as possible. We will not be responsible for any errors/damages after a 2-month period. It will be at the discretion of our Department whether to replace any data in this time period.**
- Routine requests may take up to **4 to 6 weeks** to process from the date we receive your request and payment. If you need overnight shipping please include in your written request a Federal Express label with your address as recipient along with your billing number indicated on the label. Otherwise, normal shipping will be used to send your request.
- The data is only available electronically on a CD-ROM. The format used is an ASCII Text Fixed Width (**Undelimited**) file.
- The CD-ROM contains a Readme.txt file with instructions on loading the request onto your harddrive. **WE DO NOT E-MAIL THE DATABASE.**
- The process in obtaining the birth, death, marriage, and divorce records is explained on page 2.

Procedures:

- A written request stating your name, address (location where you want the completed request mailed to you), and your telephone number. Most importantly, incorporate or attach additional information in your request an explanation on the intended use of the data. By sending us your request in writing, this will document to us precisely what you want.
- Reference the years you want, any specific data elements and/or format codes. To inquire on the years available for release, please contact the Vital Records Section at (860) 509-7895 prior to submitting a request.
- Include a check for the correct amount. (**Credit cards are not accepted**). The fee is based upon the number of years and the number of records requested. See page 2 for a more detailed clarification.
- Make your check payable exclusively to **"Treasurer, State of Connecticut"**. **CHECKS MADE PAYABLE TO AN OTHER ORGANIZATION OR IN THE WRONG AMOUNT WILL BE RETURNED. AS A RESULT, YOUR REQUEST WILL BE DELAYED UNTIL A CORRECT CHECK IS RECEIVED.**
- Please send in your written request and check to:
Lynn Carbonneau, Administrative Assistant
Information Technology Section
Department of Public Health
410 Capitol Avenue, MS# 13DPR
Hartford, Connecticut 06134-0308

If you have questions, feel free to contact me at (860) 509-7186.

Method for obtaining Birth, Death, Marriage and Divorce* records:

- ❖ Birth records require **prior approval** of the Human Investigation Committee (HIC). To obtain information regarding their guidelines and procedures, please contact Ms. Anna Legere in the Tumor Registry Section, at (860) 509-7163.
- ❖ Once Information Technology receives a copy of your HIC approval letter, please call me regarding the payment for the processing of the data. Upon further examination of your written request, you may be contacted to provide us with additional information to fulfill your request.
- ❖ In most cases, death, marriage, and divorce records do not require prior approval of the HIC, however, any requests that ask for identifiers may require their approval. (Please verify with Anna Legere prior to sending a written request regarding obtaining vital records data that include identifiers).
- ❖ If your request does not require prior HIC consent, it will be forwarded to Information Technology first for inspection of correct payment, and if you have communicated to us exactly what you want. Then, your request is sent to the State of Connecticut Registrar of Vital Records, Ms. Elizabeth Frugale, for her approval for Information Technology to release the data. Finally, your request is sent back to I.T. for completion, which may take up to 4 to 6 weeks to complete.

****Divorce records are available up to June of 1997 only.***

Explanation of fee structure: (Note: the fee covers the cost of processing associated with the people and machine resources to comply in fulfilling these requests.)

CD-ROM:

- A CD-ROM is \$10.00 per record type* for one year. For instance, a request for birth & death data would total to \$20.00. Two or more years of the same record type are \$10.00 for the first year and then \$2.00 per subsequent years thereafter for each record type (birth and/or death).
Say you want 3 years worth of data for both birth and death the total amount you would pay is \$28.00. Let me explain further, one year's of birth data would be \$10.00; and, the following two years would be \$2.00 per year; in this case 2 years of data times \$2.00 per year would equal to \$4.00. And, for the 3 years of death data, you would follow the same formula as I explained for the birth data, which would add another \$14.00 to your request bringing that total (for both the birth and death records for three years) to \$28.00

*Record type is defined as birth, death, marriage & divorce.

NOTICE File layouts for each record type showing the fields available can be obtained by calling (860) 509-7186. Some fields may be excluded during the approval process and will be "blanked out" when you receive the data. In particular, out of state death occurrences and social security numbers will NOT be given out.